

## **CHAPTER 4**

### **OCCUPANT RESPONSIBILITY**

#### **A. GENERAL**

1. All housing occupants shall be informed and shall acknowledge in writing their responsibilities and liability at the time of assignment and upon setting termination of Government housing occupancy, and the condition of the housing unit shall be validated at both assignment and pre-termination or final inspection.

2. Occupants of family housing and unaccompanied personnel housing (UPH) shall be liable for losses or damages caused by either themselves, their dependent(s) or guests, or guests of their dependent(s).

3. Occupants of family housing and UPH shall be liable for failure to satisfactorily clean assigned quarters upon termination of assignment as prescribed in Section B. of this chapter. (See 10 U.S.C. 2775, reference (j).) UPH occupants shall be subject to the same cleaning standards as family housing occupants.

4. Occupants' financial liability shall be determined in accordance with 10 U.S.C. 2775 (reference (j)) and chapter 7 of DoD 7200.10-M (reference (xx)).

#### **B. OCCUPANT RESPONSIBILITY**

The installation commander shall ensure that incoming occupants receive quarters in excellent condition, including both maintenance and cleanliness of the unit. Occupants shall be responsible for such routine maintenance, minor repair, operation, and housekeeping as would be expected of tenants in private housing of similar type and value. Standards for occupant cleaning responsibility shall consider fair wear and tear; the responsibility shall be minimized when the quarters are scheduled for change-of-occupancy maintenance and repair. Occupants shall be responsible and held liable for loss or damage to family housing, equipment, or furnishings caused by the abuse or negligence of the occupants or their guests and for failure to satisfactorily clean an assigned unit upon termination of assignment. Occupant cleaning standards shall be tailored to suit local conditions and shall include the following minimum criteria:

1. Dusting, sweeping, and vacuuming of interior areas.
2. Removal of visible dirt, stains, and calcium deposits from interior surfaces and fixtures.
3. Cleaning accessible portions of appliances.
4. Caring for assigned grounds, to include mowing, raking, pruning, and trash removal.

5. Replacing light bulbs and simple preventive maintenance such as replacing Government-furnished furnace and/or air conditioning filters.

6. Removal of visible grease and oil deposits on drieways and in carports, and garages.

7. Cleaning and/or restoration of all areas frequented by household pets.

8. Removal of trash and, on termination of assignment, all personal property.

#### **C. PAYROLL DEDUCTION AUTHORITY**

1. The authority to make deductions from a military member's pay sufficient to cover the cost of necessary repairs, replacements, or cleaning is contained in 10 U.S.C. 2775 (reference (j)). Salary offset for civilian employees is authorized in section E, enclosure 3, of DoD Instruction 7045.18 (reference (yy)). —

2. The amounts collected for loss or damage or failure to satisfactorily clean a family housing unit shall be credited to the family housing operations and maintenance (O&M) account of the DoD Component concerned and shall be available for use for the same purposes and under the same circumstances as other funds in the account.

3. The amounts collected for loss or damage to an unaccompanied personnel housing unit shall be credited to the O&M account of the Military Department or Defense Agency concerned and shall be available for use for the same purposes and under the same circumstances as other funds in those accounts.